

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OMS FY 85 Planning Program

FROM:

DA Planning Officer
7D18 HQ

EXTENSION

NO.

STAT

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

EXO/DDA

8 Nov

ZM

Attached is OMS' FY 85 Planning Program. It looks good and I've also attached a memo approving the plan, if you agree.

2.

3.

ADDA

11/9

g

4.

5.

DDA

9 NOV 1984

✓

Attachment

6.

7.

DDA/MS/Steve

8.

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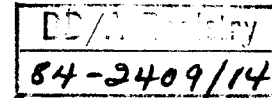
14.

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FORM
1-79

610

USE PREVIOUS
EDITIONS



9 NOV 1984

MEMORANDUM FOR: Director of Medical Services
FROM: Harry E. Fitzwater
Deputy Director for Administration
SUBJECT: Planning Program for FY 1985
REFERENCE: FY 85 Plan

I have reviewed and approved your FY 1985 Planning Program. Your long-range assumption of an increasing number of real and perceived health problems related to "occupational" exposures is certainly realistic as we develop a more aware work force. I think your overall plan is excellent and I look forward to meeting with you quarterly to review progress and discuss problem areas.



Harry E. Fitzwater

STAT

DDA/MS [redacted] (9Nov84)

Orig - Adse
1 - DDA Subject
1 - DDA Chrono
✓ 1 - DDA/MS Subject
1 - DDA/MS Chrono


STAT

DD/A Registry
84-2409/8

15 October 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:


Acting Director of Medical Services

STAT

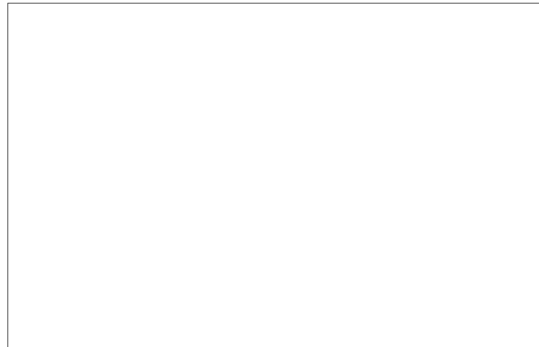
SUBJECT: OMS FY 85 Planning Program

REFERENCE: Memorandum dated 14 August 1984,
Subject: Planning (DDA 84-2409)

Attached is the OMS FY 85 Planning Program for your review
and approval.

STAT

Attachment



OFFICE OF MEDICAL SERVICES

I. INTRODUCTION

The Director of Medical Services is responsible for developing and directing the Agency's medical programs, both in the United States and overseas. These programs are concerned with promoting and maintaining the physical and mental fitness of all Agency employees, and dependents when applicable; providing medical evaluations and psychological assessments for job suitability; and providing medical and psychological support to operational and intelligence production activities.

II. ASSUMPTIONS

A. The Office of Medical Services will stabilize in population and resources. Since this stability will extend to the resource base of Medical Services, there will be continued emphasis on cost effectiveness and efficiency.

B. Increased operational requirements will place additional demands on medical support requiring OMS to plan and work more closely with Directorate of Operations.

C. Operating environments overseas are and will continue to become increasingly hostile requiring expanded medical services overseas, particularly in those third world countries.

D. Within the next few years the Agency will be confronted with an increasing number of real and perceived health problems related to "occupational" exposures.

E. Over the next few years OMS will face an explosion of information resource capabilities unlike any experienced before. With the tripling of interactive terminals, the addition of two Alliance systems to serve the Selection Processing Division and Psychological Services Division, full graphics capability and personal computers to serve a variety of purposes, a new work environment will evolve that will impact significantly on the Agency and every member of OMS from the Director on down. As users learn the new technology, the emphasis will shift away from traditional programming support per se and toward a predominance of consulting and assistance services. Concurrently it will be imperative that mechanisms be in place for strictly administering information flow. There must be constraints on an increasingly skilled and sophisticated user population to protect data integrity, to control access and to ensure efficient system use.

F. OMS management will continue to emphasize long-range and emergency planning.

G. Changes in the economy, as well as new conditions associated with Agency employment (Social Security participation), will serve to make an Agency career less attractive. Therefore, OMS should continue to develop a quality health service viewed by the employee as an additional benefit which will assist in his retention as an employee.

III. GOALS

A. The overall goal of the Employee Assistance Program is to be an effective service to the Agency population thereby assisting in the well-being and performance of the Agency's employees.

B. Refine existing OMS sponsored Agency courses; refine existing OMS in-house medical training programs; develop new programs to support Agency operational activities.

C. Expanded use of computer devices and tools and a growing user population will necessitate a shift in focus of IMB support toward consulting and assistance. Concurrently, controls must be in place to manage information flow in an increasingly complex environment. The ongoing goal of a comprehensive computerized medical record is more readily achievable through today's enhanced technology.

D. Enhance Clinical Activities Division psychiatric evaluations.

E. It is more efficient, productive, and cost-effective to prevent Agency employment of unsuitable individuals than to deal with the difficulties presented once such individuals have been hired. The effectiveness of the psychiatric selection process, which has three modalities (Personal Index; PI and interview; PI, interview, and ARP), will be studied to see if any of these need altering to enhance the psychiatric selection process.

Submitted:

Acting Director of Medical Services

Approved:

Deputy Director for Administration

9 NOV 1984

STAT

STAT

Office: Employee Assistance Program/OMS

Goal Statement: EAP's overall goal is to be an effective service to the Agency population thereby assisting in the well-being and performance of the Agency's employees.

Objective: EAP objective in FY 85 is to increase employees' awareness of the Program and develop an orderly expansion of the Program's resources.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Employee bulletin and brochure distribution to all employees; posters displayed in all buildings; and tent cards in cafeterias and lunchrooms in Headquarters and other buildings.	0			
Additional advertising; resource file enhancement and further development, including visitation to referral agencies; and join local EAP professional organization.		0		
Additional advertising; reevaluate the EAP client records system; and continue professional education for staff.			0	
Additional advertising; prevention program (head off problems before they become chronic), e.g., support groups in timely topics, such as drug abuse, single parents education.				0

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Office: Information Management Branch, Registrar & Support Division

Goal Statement: Expanded use of computer devices and tools and a growing user population will necessitate a shift in focus of IMB support toward consulting and assistance. Concurrently, controls must be in place to manage information flow in an increasingly complex environment. The ongoing goal of a comprehensive computerized medical record is more readily achievable through today's enhanced technology.

Objective: To encourage and assist participation at all levels of OMS in the use of computer technology in setting and accomplishing goals; to maintain a control program for information flow; and to initiate conversion of strategic medical data bases to data base management systems.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Completion of Phase II, Operation UPLIFT	0			
Computer Graphics Applications in the Medical Environment		0		
Managing Information Flow in a Diversified Environment			0	
Information Resources and the CAMPS Concept				0

Office: Clinical Activities Division

Goal Statement: Enhance CAD Psychiatric Evaluations

Objective: Develop a program of automated psychological testing in support of CAD psychiatric evaluations of both individuals and groups (e.g., three year probationary review).

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>● evaluate the feasibility of large-volume MMPI-like test administration, with computer-assisted scoring and interpretation of results, and collating multiple-office data base information.</p> <p>Purchase and install administration, scoring, and interpretation procedures and equipment; establish procedures and contact points for collating multiple-office data bases.</p> <p>Perform a trial run of the procedures and remedy any problems.</p> <p>Resolve remaining procedural problems and initiate full-scale testing program.</p> <p>●</p>	X			
		X		
			X	
				X

Office: Selection Support Branch, Selection Processing Division

0 - Schedule

Goal Statement: It is more efficient, productive, and cost-effective to prevent Agency employment of unsuitable individuals than to deal with the difficulties presented once such individuals have been hired. The effectiveness of the psychiatric selection process, which has three modalities (Personal Index; PI and interview; PI, interview, and ARP), will be studied to see if any of these need altering to enhance the psychiatric selection process.

Objective: Evaluate SSB/SPD selection process.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1. a.) check with OP on availability of files and year to review	(1a) 0			
b.) list of "difficulties" presented by the troubled or troubling employee	(1b) 0			
c.) start review of files	(1c) 0			
2. Review of files (OMS, OP, and OS if available)		0		
3. a.) finish review of files			(3a) 0	
b.) data analysis and conclusions as to effectiveness			(3b) 0	
4. Recommendation(s)				0

Office: Psychological Services Division/OMS

Goal Statement: Personnel are the single most important resource of the Agency. Therefore, OMS must assist the Agency in recruiting, selecting, and retaining the best individuals available based on their skill, performance, and suitability.

Objective: To establish an effective applicant automated data exchange with the Selection Processing Division, OMS.

Milestones	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Installation of operating Delta Data Terminals within PSD and SPD.	0			
Development of a rudimentary information exchange system and orientation of the principals to same.		0		
Development of effective formats for exchange of relevant selection data.			0	
"Shakedown" testing of the data exchange system.				0